



# Solicitation Amendment

**ARIZONA DEPARTMENT OF  
HEALTH SERVICES**  
1740 West Adams, Room 303  
Phoenix, Arizona 85007  
(602) 542-1040  
(602) 542-1741 FAX  
Procurement Specialist:  
**Elizabeth Casteel**

RFP No.: HB861180

Amendment No.: 1

## NUTRITION EDUCATION MATERIALS

Proposals Due Date: October 19, 2007, 3:00P.M. Local Time

A signed copy of this amendment must be submitted with your IFB Response. This IFB is amended as follows:

1. The Solicitation due date is hereby extended to 3:00P.M. Local Time on October 19, 2007.
2. Special Instructions, Page 7, Prompt Payment Discounts, second sentence, is revised to read:

If prompt payment discounts are not available, Bidder shall leave the corresponding box(es) blank in the Price Sheet.

3. To Special Terms and Conditions, Page 21, add the following:

### **23. NEW PRODUCTS**

A. The State, at its sole discretion may allow new products not available at the time of the original bid to be incorporated. The request may be submitted at any time during the contract period and shall be supplemented with the following information. Failure to supply any of the following information with the request may result in the State not considering the request. New products shall carry the same discount as those items awarded in the same category.

1. A formal announcement from the manufacturer stating that the product(s) are new and were not available at the time of contract award.
2. Documentation from the manufacturer that cites the affected products by item number and description.
3. Documentation that provides clear evidence that the new products are those that are within an established contract group. NO OTHER PRODUCTS SHALL BE ALLOWED.

(cont'd)

All other provisions shall remain unchanged.

Vendor hereby acknowledges receipt and acceptance of above amendment and that a signed copy must be filed with the Procurement Office before the effective date.

Signature / Date


Authorized Signatory's Name and Title:

Contractor's Name:

The above referenced Contract Amendment is hereby executed this

\_\_\_\_\_ day of \_\_\_\_\_, 2007 at  
Phoenix, Arizona

Procurement Officer:

|   |                                 |  |   |
|---|---------------------------------|--|---|
|  | <h1>Solicitation Amendment</h1> |  | <b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b><br>1740 West Adams, Room 303<br>Phoenix, Arizona 85007<br><b>(602) 542-1040</b><br><b>(602) 542-1741 FAX</b> |
|   |                                 |  | Procurement Specialist:<br><b>Elizabeth Casteel</b>   |
| RFP No.: HB861180   | Amendment No.: 1                |  |   |

B. Approval shall be in the form of a contract amendment and shall become effective on the date specified in the amendment. Upon approval by the State, the Contractor shall make available all electronic and hard catalog/price list updates to the Department at no additional cost.

4. Special Terms and Conditions, Page 18, Paragraph 21, Insurance Requirements, Section A.2., Automobile Liability is deleted.
5. Specifications, Page 22, Section 1, Background, is revised to read:

The Arizona Department of Health Services (ADHS), Division of Public Health Services, Office of Chronic Disease and Nutrition Services is a recipient of federal funds for the Women Infants and Children (WIC) Program and also conducts the Food Stamp Nutrition Education Program, also known as Arizona Nutrition Network. The programs require that nutrition education materials are available to be provided for use by local agencies. To take advantage of economies of scale and ensure that the funds are used for such purposes, the ADHS seeks to establish contracts to purchase the nutrition education materials, many for the additional benefit of local agencies. These materials are used to promote nutrition education and physical activity in adults and children, both individually and in groups. While some items may be used in waiting rooms such as tables and chairs with nutrition education messages or nutrition education toys, the Department also has a need for nutrition education incentive items and printed materials directed at all ages to encourage healthy eating and physical activity in children and adults. Therefore, the Department is requesting Bids from authorized providers for these materials to be available when and as needed.

6. Specifications, Page 22, Section 2, Objective, is revised to read:

To establish a contract to purchase nutrition education materials primarily focused on WIC and Food Stamp Nutrition Education participants.


7. To Specifications, Page 22, Section 3, Specifications, add the following:

H. Materials and books discussing nutrition's role in preventing or affecting particular diseases are welcome.

8. Specifications, Page 22, Section 3.C is deleted.
9. Specifications, Page 22, Section 3.D., is revised to read:

Reading materials in languages other than English will be welcome but are not required.

10. Specifications, Page 22, Section 3.F. is deleted.
11. Price Sheet, Page 24, is replaced with Amendment 1, Page 3, Price Sheet.

|   |                                 |                  |   |
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| Category                | Printed Materials*               | Nutrition Education Furniture    | Nutrition Education Toys*        | Nutrition Education Incentive Items |
|-------------------------|----------------------------------|----------------------------------|----------------------------------|-------------------------------------|
| Percentage off Catalog  |                                  |                                  |                                  |                                     |
| Discount Break**        |                                  |                                  |                                  |                                     |
| Prompt Payment Discount | ____% ____days,<br>Net ____days. | ____% ____days,<br>Net ____days. | ____% ____days,<br>Net ____days. | ____% ____days,<br>Net ____days.    |

\*May be broken into further categories by the bidder.

\*\*Bidder to indicate additional percentages off with bulk purchase increments to be indicated by the bidder.

**Authorization for Provision of Services:** Authorization for purchase of services under this contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount of the Purchase Order. No further obligation shall exist on behalf of ADHS unless a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of services under this contract.

Please check as many as applicable:

\_\_\_\_ I certify that my company is a Woman-Owned Business Enterprise (WBE).

A WBE is defined as an enterprise where a woman owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

\_\_\_\_ I certify that my company is a Minority-Owned Business Enterprise (MBE).

An MBE is defined as an enterprise where an ethnic minority owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

\_\_\_\_ I certify that my company is a Small Business.

A Small Business is defined as a company having fewer than one hundred (100) employees or less than four million dollars (\$4,000,000) in gross receipts.